

DDI  
Chrono

BDI-01623-85

26 MAR 1985

MEMORANDUM FOR: Director of Personnel

FROM: Robert M. Gates  
Deputy Director for Intelligence

SUBJECT: Exception to Agency Secretarial Grade Pattern

1. I request that the branch secretary positions in the Office of Central Reference be upgraded from GS-06 to GS-07.

2. During a 1984 PMCD survey of OCR, the branch chief positions were established at the GS-14 level. This, according to the Agency Secretarial Grade Pattern, fixes branch chief secretary positions at the GS-06 level. The grade structure in other DI components is one grade higher for branch chief and branch secretary positions. Given the difference in grade and the critically short supply of secretarial staff in the Agency, OCR has become a virtual swinging door for secretarial personnel; new clerk typists and secretaries join OCR at the GS-04/5 level and then quickly gravitate to GS-07 positions outside the office. During the past year secretarial attrition for GS-06 positions was in excess of 65 percent. (OCR has  branch secretary positions.)

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3. We must find a way to ease this situation. Not only is an exorbitant amount of time and effort being expended for training and developing secretarial personnel with a low rate of return to the office, the high attrition adversely affects morale. Recognizing that considerable time is required to audit and evaluate positions for classification, I have authorized the director of OCR to promote personnel incumbering GS-06 secretarial positions on a PRA basis to provide immediate relief. These actions will be carefully considered, and this authority will be used only in cases where performance warrants promotion. Although no decisions concerning promotions have been announced, OCR personnel have been informed of this plan of action. Already the Office has netted positive results in that one GS-06 secretary has decided not to accept a GS-07 position outside OCR in view of the promotion opportunity.

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SUBJECT: Exception to Agency Secretarial Grade Pattern

4. I view the PRA authorization only as a temporary measure. Upgrading of branch chief secretarial positions to GS-07 will substantially ease the OCR secretarial attrition problem over the longer term. Accordingly, I request your support in accomplishing this. If you or your people have any questions or need additional information, please do not hesitate to call [redacted] the personnel officer in OCR.

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Robert M. Gates

APPROVED:

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

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DI/D/OCR/ [redacted]  
(22 March 85 ) [redacted]

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**Directorate of Intelligence  
Office of Central Reference**

25 March 1985

NOTE FOR: DDI

FROM:

  
D/OCR

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*Bob*

Attached is a memorandum for your signature requesting OP to upgrade branch secretary positions to GS-07. As the memorandum indicates, OCR has had a high attrition rate for secretaries. We, however, are already deriving some benefits from your approval to promote a few GS-06 secretaries; one GS-06 secretary has opted to stay in OCR and not move to another office, and the entire office sees it as a positive step.

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